



**Checklist for Arriving** (call anytime with questions)

- ◇ Lockbox is on the back of the front railing. Code is xxx for key to all doors. Hit code again to put key back in lockbox.

**Household Water**

- ◇ Guests must slowly turn on unit's water using nozzle in access panel in the basement at the base of stairs.
- ◇ Turn hot water heater breaker on — in main level closet electrical panel (on right side with label).

**\* Very important: Both of these must be OFF upon departure \***

- ◇ Bed linens and towels are provided.
- ◇ Guests must bring food and drinks (small frozen items, such as pizzas, will fit in toaster oven). Use any canned goods.
- ◇ Kitchen has cooktop, toaster oven and icemaker (turn **on** upon arrival/**off** when leaving). There is no oven or dishwasher (dish towels/soap provided). Pots and pans provided.
- ◇ Chemex coffee maker and filter; French press; coffee grinder provided. Bring coffee; tea is provided.
- ◇ Vacuum is in unit and may be needed to tidy place for your visit. Extra bags, paper towels, toilet paper under/next to sink.
- ◇ Birdseed and feeders are located in metal trash bin on front porch; hang on deck upon arrival (if desired) and away in same location when leaving. (**Note: To make Hummingbird food: one part sugar to four parts water. Slowly simmer on stove until sugar just dissolves and pour in rinsed out feeder. Birds come at all times.**)
- ◇ Lake Access — Tell attendant: Owner Tim/Erika Micek, Lot 20C. Some lake tubes are in closet.

**Checklist for Departing**

**Trash and Linens**

- ◇ Leave entire house the way you found it by vacuuming, cleaning, putting dishes away, etc. All perishables must be removed from fridge/unit and all trash taken with you (there is no trash service). Bags provided.
- ◇ Secure birdseed/feeders in metal bins.
- ◇ Strip beds and set aside dirty linens/bathrobes in canvas hamper provided and in extra hamper in bathroom.
- ◇ Clean toilet and leave seat down.

**Turn OFF Water & Water Heater**

- ◇ Turn hot water heater breaker **off** — in closet on right side with label.
- ◇ Open all faucet nozzles and turn unit water **off** using nozzle in access panel at the base of stairs.
- ◇ Turn all heaters **off**; unplug AC unit/lights/toaster oven. (Clear baseboard heaters of any clothing, such as bathrobes.)
- ◇ Turn off ALL lights (including outside).

**Hot Tub (supplies to the left of slider, bottom shelf)**

- ◇ Ideal setting is 102 degrees in milder months.
- ◇ It is normal for some rust to be present near water line. It is only minerals from the water. We keep hot tub very clean and hope our guest treat it kindly ... ☺
- ◇ Please use plastic cups for drinks while in hot tub.
- ◇ Check ph with test strips before using (it's usually ideal).
- ◇ After each hot tub use, sprinkle 2-4 ounces of *Activate* into hot tub while jets running; cover and secure clasps before leaving. If hot tub gets heavy use, use a little extra *Activate*. (See p. 2 for shock treatment information.)
- ◇ Water line should be at or above black tiles. If you need to add hot tub water, attach large filter to deck hose and top off. Add a cap full of *Protect Plus* in such cases. (Hose water spigot is in living room in front left corner; turn **OFF** water spigot when done.)

**Departure**

- ◇ Double check that trash/food is removed; lights are off; water heater/water off; elec. equipment unplugged, etc.
- ◇ Wood stove is completely cold (douse with water if necessary).
- ◇ Lock doors and replace key in lock box using code xxx.

\* In winter, leave wood stove logs for next group if possible.

\* In winter, drain water from kitchen/refrigerator pipes using hose (ask Tim how to do). In severe cold, water may need to be drained to neighbor's.

Bye Tiny Logs!!

(See page 2 for additional notes about the hot tub maintenance)

**Hot Tub Maintenance - General**  
(supplies by back on metal shelves)

- ‡ Always run jets on high 10 minutes when adding chemicals.
- ‡ With *Silver Ion* bag system, **no** Bromine products should be used.

**Biweekly**

- ‡ Use test strip for PH and Alkaline; adjust with *PH up* or *PH down*.
- ‡ Use *Activate* shock treatment after each daily use (only 2.5-3 oz. necessary).
- ‡ After heavy use by many people, use 3 tsp. of chlorine granules to shock water at end of use. (Dilute in warm water first and pour into running jets.) If water turns green: remove *Ion* bag and treat w/ *Protect Plus*.
- ‡ *Chlorine* shock monthly.
- ‡ After pulling dirty filter, let dry and then soak in 5 gal. bucket of *Filter Fresh* overnight. After soak, rinse w/ clean water. Filter good for next use.

**Notes**

- ‡ Use *Protect Plus* to clarify minerals with new water or when topping off.
- ‡ *Natural Clear* used for tub scum; half ounce or capful every other week (less is more).
  
- ‡ Change water every 6 months; use hose filter.
- ‡ First add *Activate* and *Protect Plus* and next day add *Silver Ion* bag (new one needed every six months). Bag called *Crystal Vision*, part no. 3552.

**Quick Fixes**

- ‡ *Spa Clarifier* for cleaning cloudy water; also, *Activate* or *Chlorine*.
- ‡ *Foam Out* for suds.

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**Directions (2825 Audubon Rd., Hedgesville, W.Va., 25427)**

**From Maryland/DC:**

- ◆ Take I-270 North to I-70 West (from Baltimore take I-70 West)
- ◆ At Hagerstown take I-81 South (to Roanoke)
- ◆ After crossing into West Virginia take Exit 16W (Rt. 9 West towards Hedgesville and Berkeley Springs)
- ◆ Follow Rt. 9 for approximately 10 miles (through town)
- ◆ Turn left onto Mountain Lake Road (small store is on right just before turn).
- ◆ Follow Mountain Lake Road roughly 1.8 miles to the "Sleepy Hollow" entrance on the right.
- ◆ Follow the paved road (Audubon) past the lake and up the mountain. We are about 2.8 miles from lake. **Do not turn off paved road** until you are at the top of the mountain. At top of mountain, turn left and we are the green A-frame chalet at top of mountain — about 10 houses up on the left. There is a turn-around cul-de-sac just past the house.

**From Northern Virginia:**

- ◆ Depending on your location take Rt. 7 to Rt. 9 West - or take Rt. 50 - or take I-66 West
- ◆ From Rt. 50, I-66 or Rt. 9 take I-81 North
- ◆ Take Exit 16W (Rt. 9 West towards Hedgesville and Berkeley Springs)
- ◆ Follow Rt. 9 for approximately 10 miles
- ◆ Turn left onto Mountain Lake Road (small store is on right just before turn).
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